

ENFORCEMENT OF PHYSICAL PLACEMENT CHECKLIST

MILWAUKEE COUNTY

(Notice of Hearing and Motion to Enforce Physical Placement Order)

FILING FEE

- \$0 – to file

SERVICE FEE (\$0, with an approved fee waiver)

- \$60 for personal service by Milwaukee County Sheriff

FORMS & COPIES NEEDED

- Notice of Hearing and Motion to Enforce Physical Placement Order (*5 copies*)
- Attach a copy of the court order to each copy of the motion
- Petition to Waive Fees, if applicable

HOW TO REQUEST A FEE WAIVER

1. Fill out the Petition for Waiver of Fees.
 - Sign in front of a notary public (available in Room 104).
 - Bring last 30 days' pay stub(s) or current month's proof of public benefits.
2. **Room G-8-1–Milwaukee County Law Library** – will assist in printing proof of FoodShare (Quest card does not qualify as proof).
3. **Room 609–Chief Judge's Office** will approve or deny the Fee Waiver.

HOW TO FILE THE MOTION, SCHEDULE A COURT DATE, & SERVE PAPERS (required)

1. **Judge's Courtroom:** _____
 - File motion with clerk to receive court date
2. **The other party must be personally served with the papers at least 5 business days before the hearing.**
 - Room 102, Safety Building–Sheriff's Department: if the other party lives in Milwaukee County. or, private process server
 - If the other party does not live in Milwaukee County, contact the Sheriff's Department in that county or a private process server to arrange service

ATTENDING YOUR COURT DATE (arrive early, dress nicely, act respectfully)

- **Bring proof that the documents have been served to the other party.**
- You should also bring proof to support your case
 - Pay stubs/ Proof of income
 - Proof child is residing with you (school & medical records, lease agreement, etc)
 - Any other information related to your motion
- *Do not bring children to your hearing!* Children are not allowed in the hearing room, nor to be left unattended in the waiting area. Your hearing *may be adjourned* if children are present!



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